

# **RAPID WRITING I**

## Curriculum Content Frameworks

**Please note: All assessment questions will be taken from the knowledge portion of these frameworks.**

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# Curriculum Content Frameworks

## RAPID WRITING I

Grade Levels: 10, 11, 12  
Course Code: 492410

Prerequisite: Tech Prep Foundation

Course Description: Rapid Writing I is a one-semester course in any alphabetic writing or symbolic shorthand system designed to make note taking easier, faster, and efficient. Emphasis is placed on theory, speed, reinforcement, transcription skills, spelling, punctuation, and vocabulary. The course is designed for any student wishing to make notes for educational, business, or personal use.

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## Unit 1: Introduction

### Hours: 2-3

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
1.1 State the advantages of studying a rapid writing system	1.1.1 Distinguish among various rapid writing systems		Foundation	Listening	Comprehends ideas and concepts related to rapid writing systems [1.2.1]
1.2 Discuss the use of basic tools needed and techniques used to facilitate the recording of rapid writing notes	1.2.1 Demonstrate tools and techniques needed for proper note taking		Foundation	Listening  Speaking	Listens to follow directions [1.2.6]  Applies/Uses technical terms as appropriate to audience [1.5.2]  Communicates a thought, idea, or fact in spoken form [1.5.5]
1.3 Explain what work and study habits should be developed in studying rapid writing	1.3.1 Apply daily work/study habits		Foundation	Reading  Writing	Uses appropriate materials and techniques as specified [1.3.20]  Adopts notes to a proper form [1.6.1]

## Unit 2: Theory

### Hours: 60-80

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	Application		Skill Group	Skill	Description
2.1 Cite principles of theory	2.1.1	Develop word-building skills (i.e., word lists, sentences, letters)	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	2.1.2	Write from dictation (i.e., word lists, sentences, letters)	Thinking	Problem Solving	Comprehends ideas and concepts related to principles of theory of rapid writing [4.4.1]
2.2 Cite brief forms and abbreviations	2.2.1	Recognize brief forms and abbreviations	Foundation	Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
	2.2.2	Write brief forms and abbreviations rapidly		Writing	Applies/Uses technical words and concepts [1.6.4]
2.3 Cite geographical locations	2.3.1	Recognize geographical locations	Foundation	Knowing how to Learn	Applies new knowledge and skills to brief forms and abbreviations [4.3.1]
				Speaking	Communicates a thought, idea, or fact in spoken form [1.5.5]
				Writing	Applies/Uses technical words and concepts [1.6.4]
2.3 Cite geographical locations	2.3.2	Write geographical locations	Thinking	Problem Solving	Recognizes/Defines problem [4.4.8]

## Unit 3: Reading

### Hours: Some time daily

CAREER and TECHNICAL SKILLS		ACADEMIC and WORKPLACE SKILLS				
What the Student Should be Able to Do		What the Instruction Should Reinforce				
Knowledge		Application		Skill Group	Skill	Description
3.1	Identify principles of theory by reading	3.1.1	Read text written in shorthand forms	Foundation	Reading	Adjusts reading strategy to purpose and type of reading (skimming and scanning) [1.3.1]
				Thinking	Knowing how to Learn	Applies new knowledge and skills to reading shorthand formats [4.3.1]

## Unit 4: Dictation

### Hours: Some time daily

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do			ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application	Skill Group	Skill	Description
4.1	Identify correct recording techniques	4.1.1	Foundation	Arithmetic/ Mathematics	Makes precision measurements using varying speeds [1.1.27]
		4.1.2		Writing	Adapts notes to a proper form [1.6.1]
		4.1.3			Communicates thoughts, ideas, or facts in written form in a clear, concise manner [1.6.6]
					Records data [1.6.16]
					Writes appropriate entries [1.6.22]
					Writes/Prints legibly [1.6.24]

## Unit 5: Pre-transcription/Transcription

### Hours: Some time daily

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do				ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge		Application		Skill Group	Skill	Description
5.1	Identify the basic formats of business documents	5.1.1	Demonstrate ability to place material attractively on the page	Foundation	Listening	Comprehends ideas and concepts related to basic formats of business documents [1.2.1]
				Thinking	Decision Making	Comprehends ideas and concepts related to basic business formats [4.2.2]
5.2	Identify the basic rules of punctuation, grammar, capitalization, and spelling	5.2.1	Apply basic rules of punctuation and grammar to business documents	Foundation	Writing	Applies rules of grammar, punctuation, capitalization, and spelling [1.6.3]
		5.2.2	Demonstrate the ability to transcribe accurately various speeds			Produces neat, legible document from typewriter or computer [1.6.15]